

Hope Community Council

Minutes of the Virtual (Zoom) Personnel Advisory Committee Meeting held on Thursday 18th February 2021.

Present by Video: Councillors Mrs J Hilton (Chairman), Mrs C Cunnah, Mrs M Williams and Mr D Roberts

165. Apologies for Absence

Apologies were received from Cllrs Mrs C Sheibani, Mr H Manning and Mr B Hughes.

166. Declarations of Interest

There were no Declarations of Interest received.

167. To undertake a review of the Clerks Workload and Hours

A thorough review of the clerks contracted hours using data collected December to February and historical overtime hours' data.

RESOLVED: it was agreed that a recommendation be made to the full Community Council that the Clerks hours be increased by 1.5 hours per week.

168. Clerks Annual Appraisal

RESOLVED: it was agreed Councillors Cunnah and Hilton will undertake an Annual Appraisal with the Clerk, proposed date 17th March to be mutually agreed with the Clerk. Cllrs Cunnah and Hilton will arrange appropriate paperwork and questions.

169. Future Meetings

RESOLVED: it was agreed two meetings per annum of the Personnel Committee be scheduled.

The meeting of the Council began at 6.30pm and ended at 7.30pm

Chairman: 3rd March 2021